2024 CDBG Application Training

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AGENDA

Application Overview

Common Issues

Additional CDBG Program Information

Application Due Dates

Questions for Planners

Contacts

Application Overview



			Congressional Senare District(s)**	AL.
CDBG A	APPLICATION SUMMARY		1 2 3 4 5	
nstructio	ins:		FEIR Data Universal Numbering System (DUNS) Number: A DUNS Number is now a requirement for a contractor that receives Fede	rat
Required	mplete this page. then click the Savve outdon, fields are marked with an " Applicant Name *		Assistance if the Contractor does not have a DUN'S Number please go to the following weeks to obtain one http://fedgov.ore.com/weet/orm/Olspits/HomePage.co	101
	Check this box if County is sponsoring this application for another jurisdiction. Physical Address field must be for the physical address associated with the DUNS Number (i.e. no PO Boxes)		Unique Entity identifier (SAM): A UEI (SAM) registration is now a requirement for a Subrecipient or Contractor that receives Federal Assistance, if the Subrecipient or Contractor is not registered in SAMs, please go to the following website to register.	
	Physical Address		https://sam.gouloontent/home	
	fit.		Chief Elected Official	
	City O of SCO		Clerk	
	Zip Cose (+4) ** Mailing Accress	. 2	Application Preparer	
			Name Job Title Phone Number *	
	O of 500		Fax Number Email Address	
	City State V			
	Zip Code (+4)	3.	Type of CDBG Application: (Select One)*	
	County		○ Water/Wastewater Construction	
	Phone Number		O CDBG REAP	
	Fax Number		Community Revitalization Water/Wastewater Engineering	
	Email Address		CIP - Capital improvement Planning	
Select the	checkbox(es) for the District(s) your organization is in. Go to http://www.okieglistature.gov/Findsh/j.eglistature.asp; (opens in new window) to find ot.		○ Small Cities	
	200	4.	Brief Description of Project	
	State House District(s)*		0 of 5000	
	01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20			
	21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40			
	41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60			
	61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80	5.	Provide Population (city, town, or county) According to the U.S. Census Bureau If Rural Water/Sewer District, provide total district population * .	
			ii Rul al Water Sever District, provide total district population	
	81 82 83 84 85 85 87 88 89 90 91 92 93 94 95 96 97 98 99 100	6.	Only applicable to Water and Wastewater Projects - DO NOT COMPLETE IF NOT APPLICABLE	
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		7.	Colored to Manager Colored to Col	
	Part Access	1-	Only applicable to Water and Wastewater Projects - DO NOT COMPLETE IF NOT APPLICABLE Number of total water or wastewater connections	
	State Senate District(s)*		Taliford A some united At united participation	
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	Congressional House District(s)*		ODEQ Permit to Construct Number	
	1 2 3 4 5		Date Plans and Specifications submitted to ODEQ	
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Date Permit to Construct Issued by ODEQ

Supporting Documentation Browse... No file selected.

2024 CDBG Application Training | November 2023

CERTIFICATION

NEXT | CHECK CLOBAL EIGIDIES

The Applicant hereby certifies that all of the information contained in this application for community development assistance through the Community Development Block Grant (CDBG) Program is true and accurate to the best of my knowledge and that all documentation supporting the information in this application is not fine in the official orders of this unit of local government, assistant on so fickingman Department of Commence-Community Development (ODCDCD) curring normal business hours. The Applicant also affirms that note of the activities set forth in this application have been initiated, nor ratifier by a initiated unlies a grant has been awarded, a contract fully executed, and notice has been issued by ODCCCD that release of funds' requirements have been men.

Adoltonally, the Applicant is hereby notified that failure to provide any of the documentation necessary to support the information in this application for assistance may result in the return of all Program grant funds, some expended and unexpended, in accordance with the Program Sanctions under the cooline rules of ODOC, contained in the Oldanoma Administrative Code, Chapter 15 Small Cities Community Development Blood Grant Program, Successfer 7, Section 3 (1501-75), and Title 150 Oktainoma Department of Commerce, Chapter 1 General rules of Practice and Procedure, Successfer 11, Sections 1-17 (1501-11-1 through 17).

CDBG DETAILED LINE ITEM BUDGET

NEXT | CHECK GLOBAL ERRORS

Instructions:

Please complete this page, then click the ${\bf Save}$ button. Required fields are marked with an *

	CDBG Funds	Leverage Source 1	Leverage Source 2	Leverage Source 3	Leverage Source
	CDBG Grant				
ST AND AREA SHARES					
Itemized Description of Construction Activity:		111.	///	///	
Total Construction/Activities:					
Professional & Non Construction					
Engineering/Architect Funds					
Inspection Funds					
Other					
Total Professional & Non Const:					
Administrative Costs					
Activity Delivery Funds					
Total Administration/Activity Delivery					
Planning (CIP Participants only)					
Total Project Costs:					
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CDBG WATER WASTEWATER RATE STRUCTURE

Instructions: Please complete this page, then click the Save button. Required fields are marked with an * a. Water Rates Residential: Minimum bill for gallons Next gallons for per gallons Next gallons for gallons per Next gallons for per gallons Next gallons for gallons per gallons Next gallons for per b. Sewer Rates Residential: Minimum bill gallons for Next gallons for per gallons Next gallons for per gallons Next per gallons gallons for gallons Next gallons for per Next gallons for per gallons c. Total Water and Sewer Rates Residential: Minimum bill gallons for Next gallons for gallons per Next gallons for per gallons Next gallons for per gallons

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UPLOADS (APPLICATION)

Instructions:

Upload a file and complete the description, click **Save**To remove a file, select the DELETE checkbox, clear the description, and click **Save**.

Refer to your complete application packet for guidance on up-loadable attachments.

Description	File		
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Expectations from ODOC Planners

- ➤ What are we looking for? What do we expect?
 - Complete review of the CDBG set-aside Guidance before starting the application.
 - The Guidance gives instructions on how to complete the application.
 - Planners can assist with questions before application submission.
 - Complete Applications.

Common Issues: Application Guidance



Common Issues

- > Failed Threshold
- > Engineering Reports
 - Planners cannot review the engineering report prior to application submittal.
 - Engineer's Report cannot be more than a year old.
 - Engineering Reports must be signed, sealed and dated by a professional engineer licensed to work in Oklahoma.
 - ❖ Cost Estimates alone are not acceptable, must be accompanied by an Engineering Report.
- > Audit-
 - ❖ Audits must be submitted per Application Guidelines—no exceptions.
- Surveys
 - Copy of the Original Survey Sheets must be submitted with Survey Map and Random Number Table provided by ODOC/CD.
 - ❖ If the potential project serves more than one community, all communities must be surveyed that benefits from a project.
 - Survey cannot include businesses, churches, schools, or any other non-residential entity.
- Citizen Participation
 - ❖ Make sure that the Citizen Participation Plan corresponds to the proper CDBG set-aside.
 - The Citizen Participation Plan requires a Town/City/County seal or notarization that includes the signature and date of the chief elected official.

Common Issues (continued)

- > Resolutions must have Town/City/County seal and/or notary seal that must be signed and dated by the chief elected official.
- > Public Hearing Posting no less than 7 WORKING DAYS.
- > Leverage-Available at time of application submittal and commitment letters must accompany application.
- > Application Summary must address, in detail, the project description including the need for the project and beneficiaries of the project
- > \$2,000 of CDBG funds requested for each beneficiary (person).
- > W-WW Construction Permit Letters cannot be greater than one year old.
- > Consent Order must be for the project to be funded.
- > Project must be one project.
- > Last minute application submissions.

2024 CDBG Application Training | November 2023

Additional CDBG Program Information

Language Access Plan: Although the Language Access Plan does not currently impact the CDBG program, it is good to be informed for the future. A Language Access Plan outlines efforts to improve access for limited English proficient (LEP) individuals – people whose primary language is not English and who have limited ability to read, speak, write, or understand English. The Oklahoma Department of Commerce's Language Access Plan can be found at Consolidated Plan FY 2024 - 2028 Citizen Participation Plan (okcommerce.gov)
Contractual Requirements: Neither COGs nor grant administrators should enter into any contract or agreement for grant services with a community prior to CDBG award. This includes charging any fees to assist in preparing a CDBG application. Incorrectly entering into a contract for administrative services or charging fees for application services before the community receives an award could result in costs being determined as ineligible.

CDBG Set Aside Application Due Dates



2024 CDBG Application Due Dates

CDBG REAP February 29th

Community Revitalization March 29th

WW-Engineering May 3rd

WW- Construction May 3rd

Small Cities June 14th

Capital Improvement Planning July 12th

Economic Development Infrastructure Financing Continuous



Contacts

Planner Information and CHANGE in Audit Contact

Contacts

- ➤ Kellon Dixon, Director of Programs Planning (CDBG) kellon.dixon@okcommerce.gov or (405) 215-5626
- ➤ Mike Sexton, mike.sexton@okcommerce.gov or (405) 815-5189 or (800) 879-6552 x5189
 - √ CDBG CIP
- > Karen Adair, karen.adair@okcommerce.gov or (405)-764-5164
 - ✓ CDBG REAP
 - ✓ CDBG Revitalization
 - ✓ CDBG Small Cities
 - ✓ CDBG W/WW Construction
 - √ CDBG Economic Development
- > Charlotte Conant, charlotte.conant@okcommerce.gov or (405)-215-1834
 - ✓ CDBG W/WW Engineering
- > Audit Questions. 800-879-6552 and ask for Financial Services